



個人人頭照
Photograph

填表日期 Application Date:

人事部收件日 Received by HR Dept. on :

工作申請表 Job Application Form

個人資料 Personal Information			
工作職稱 Job Title:			
職工類別 Staff Category: <input type="checkbox"/> 全職人員 Full-time Staff <input type="checkbox"/> 兼職人員 Part-time Staff <input type="checkbox"/> 長期義工 Fixed-term Volunteer			
英文姓名 English Name:		中文姓名 Chinese Name:	
身份證/護照號碼 I/C/ Passport No.:		出生地 Place of Birth:	
出生日期 Date of Birth: 日 dd/ 月 mm/ 年 yyyy		歲數 Age :	性別 Gender: <input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female
國籍 Nationality: <input type="checkbox"/> 馬來西亞 Malaysian <input type="checkbox"/> 其他 Other: _____	種族 Race:	宗教信仰 Religion:	身高 Height: cm 體重 Weight: kg
婚姻 Marital Status: <input type="checkbox"/> 未婚 Single <input type="checkbox"/> 已婚 Married <input type="checkbox"/> 其他 Other:		孩子人數 No. of Children:	
通訊地址 Correspondence Address:			電話 Telephone No.:
住址 Permanent Address:			電話 Telephone No.:
郵箱地址 E-mail Address:			行動電話 H/P No.:
緊急聯絡人姓名 Emergency Contact:		關係 Relationship:	聯絡電話 Contact No.:
是否曾因案被捕? Any criminal records? <input type="checkbox"/> 否 No <input type="checkbox"/> 是 Yes			
請概述原因 Please state reason: _____			

教育程度 Education Record

學位 Qualification	教育單位 Name of Institution	科系院所 Discipline	起迄年月 mmyy - mmyy	地點 Location/ 國家 Country
			~	
			~	
			~	
			~	
			~	

工作經歷 Work Experience

服務單位 Company	職稱 Position	地點 Location	起迄年月 mmyy - mmyy	薪金 Salary	離職原因 Reason of leaving
			~		
			~		
			~		
			~		
			~		
			~		

家庭成員 Family Members

姓名 Name	關係 Relationship	年齡 Age	服務單位/職稱 Company / Position

自我介紹 Self-Introduction

(包括家庭現況、工作/社團經歷、學習傳統文化、初發心、自我期許等) (Including family background, work experience/experience in social clubs, reason for joining us, and personal expectations etc.)

健康狀況 Health Condition

最近五年內曾否患過重病，或動過手術？

In the past five years, have you ever been in a serious health condition or any operation? 否 No 是 Yes

是否有其他長期或慢性疾病？ Do you have any long-term sickness or diseases?

否 No 是 Yes (請詳述 Please elaborate: _____)

應徵資料 Job Application Details

應徵原因 Purpose of applying:

是否曾向本中心申請工作？ Have you ever applied a job in our Centre? 否 No 是 Yes 日期 Date:

是否需要申請中心宿舍？ Do you need accommodation? 否 No 是 Yes

是否有親友任職於本中心？ Do you have any friends or relatives working with us?

否 No 是 Yes 姓名 Name: 部門 Dept.: 關係 Relationship:

技能 Skills

請按照 1 至 5 的等級，評估您的語文能力。

Please rate your language proficiency on a scale of 1 to 5.

(1 = 弱 Poor, 3 = 中等 Average, 5 = 很好 Excellent)

其他特長/培訓

Other skills/capabilities/training attended:

語文能力 Language Skills	說 Speaking	讀 Reading	寫 Writing	
華語 Mandarin <input type="checkbox"/> 正體字 Traditional <input type="checkbox"/> 簡體字 Simplified				
英語 English				
巫語 Malay				
方言 Dialect: _____				
電腦系統 Computer Operating System	<input type="checkbox"/> Windows <input type="checkbox"/> Mac OS <input type="checkbox"/> Linux <input type="checkbox"/> 其他 Other: _____			
電腦軟件 Computer Software	<input type="checkbox"/> Microsoft Word <input type="checkbox"/> Microsoft PowerPoint <input type="checkbox"/> Microsoft Excel <input type="checkbox"/> Microsoft Access <input type="checkbox"/> Adobe Illustrator <input type="checkbox"/> 其他 Other: _____			
其他專業, 請列明: Other expertise, please state: _____				
可以開始上班服務日期 Available on:			薪金要求 Expected salary: *全職及兼職員工填寫 To be filled by full-time and part-time staff	

若申請文宣人員的職位，請填寫以下部分：

Please fill up this section if you are applying for Publication Staff:

(1) 文宣人員 (聽打/校對) Publication Staff (Proofread)

<p style="text-align: center;">是否做過聽校/聽校資歷 及協助聽校單位? Do you have any experience in proofreading?</p>	<p><input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No</p> <p>● 聽校年數 Year(s) of Experience : _____</p> <p>● 協助聽校單位 Company/Associate : _____</p> <p>● 打字速度 Typing speed : _____</p> <p>● 字/分鐘 Words/minute : _____</p>
<p style="text-align: center;">服務時間 Availability <small>*兼職員工填寫 To be filled by part-time staff</small></p>	<p>每週可服務時數 _____ 小時(每週至少完成一篇文稿)</p> <p>Able to work for _____ hour(s) per week (Complete at least 1 manuscript)</p>
<p style="text-align: center;">輸入法 Input Method</p>	<p><input type="checkbox"/> 拼音輸入法 Pinyin <input type="checkbox"/> 五筆輸入法 Wubi</p> <p><input type="checkbox"/> 其他 Other: _____</p>

個人修學簡歷 Personal Learning and Practicing Experience:

薰習傳統文化 Are you learning and practicing Chinese Culture? 無 No 有 Yes, 年數 Duration: _____

所聽過或看過的光碟/書籍, 及遍數 The books or DVDs that you have read or watched, and the number of repetitions:

	名稱 Title	遍數 Number of repetitions
1.	_____	_____
2.	_____	_____
3.	_____	_____

修學心得或敘述父母給您最深刻的人生價值觀

What have you gained through learning and practicing Chinese Culture? Or What is the most impressive value that your parent taught you:

您是否曾參加過《弟子規》培訓課程? Have you ever participated in 'Di Zi Gui' Courses?

否 No 有 Yes, 共參加幾次? How many times? _____

從何得到《弟子規》資訊? How did you find out about 'Di Zi Gui'?

光碟 DVDs 書本 Books 講座 Forums 其他 Other: _____

※鄭重聲明, 表中所填各項均屬實, 如有虛報情事, 本人願接受漢學院查詢或安排。

* I hereby declare that all the information given in this form is true and correct. If any of the information is found to be untrue, I understand that Malaysian Han Studies reserves the right to seek clarification or take any action deemed appropriate.

申請人 Applicant,

(簽名 Signature)

日期 Date:

*聲明

通過簽署慈聲明，您將確認此申請表上提供的資料是真實、完成和準確。如果在驗證的時候或之後，發現申請資料包含虛假信息，馬來西亞漢學院有權利不錄取或要求申請者退出工作服務。如果申請者未能披露任何可能影響提供崗位安排的重要信息，則同樣適用，例如：與未動用的刑事定罪有關的資料，同樣適用。

馬來西亞漢學院是 2010 年個人數據保護法令立法的控制者。根據 2010 年個人資料保護法令，此表格中所要求的資料是由馬來西亞漢學院提供。除非法律要求，馬來西亞漢學院不會在未經您的同意下將數據披露給第三方。我確認我已閱讀以下鏈接提供惡個人數據保護說明。

(<https://www.mahans.edu.my/ppda/>)

最後，提交申請後，您將無法進行任何修改。

注意：釋上若有任何出入，則以英文版本為準。

*Declaration

By signing this declaration, you are confirming that the information provided on this application form is true, complete, and accurate. If an application is found to contain false information at the point of verification or thereafter, Malaysian Han Studies reserves the right not to enroll the applicant or to require the applicant to withdraw from the works, for example information relating to an unspent criminal conviction.

Malaysian Han Studies is a controller in terms of the Personal Data Protection Act 2010 legislation. The data requested in this application form is covered by the notification provided by Malaysian Han Studies under the Personal Data Protection Act. The data will not be passed to any third party without your consent, except where Malaysian Han Studies is required by law to do so. I confirm that I have read the Personal Data Protection Data Protection Statement available link (<https://www.mahans.edu.my/ppda/>).

Finally, you will not be able to make any amendments once you have submitted your application.

我已閱讀，理解並同意以上聲明。I have read, understood, and agree to the above statement.

(簽名 Signature)

備註 Remarks:

1. 年齡滿十八歲以上方能申請當職工。

To apply a position, you must be 18 years old and above.

2. 請貼上護照尺寸的個人照片。

Please attach a passport size photo.

3. 若您未能提供足夠的個人資料，敝學院可能無法處理您的申請；如申請獲得接納，您的個人資料會給予有關部門作為聯絡和參考之用。

We are unable to process your application if you fail to provide the necessary information. Once your application is accepted, your personal data will be given to the relevant department for contact and reference purposes.

4. 如果您想要更改你的個人資料，可與人事部聯絡。

If you wish to update your personal information, please contact Human Resource Department.

電話詢問 Telephone Enquiry : 06-234 7792 / 7793 傳真 Fax : 06-234 7794

電郵 Email: hr@mahans.edu.my

文件清單 Documents Submission Checklist

1. 申請全職或兼職員工者需要提供以下文件。

This section only applies to applicants who apply to become **full-time or part-time staff**.

2. 請使用此文件清單以確保您已提交以下所需的文件。

Please use this checklist as a guide to ensure that you have submitted the document(s) listed below.

3. 請在提交工作申請表時連同以下所需的文件一起呈上。

Please ensure that the document(s) is/are submitted at the time of application.

4. 請打勾[√]以示您有相關的文件。

Please tick [√] to indicate that you have the document(s).

5. 若您沒有任何或全部文件，請在空格內[X]。

If you do not have any or all of the documents, please make a [X].

6. 如果您沒有及時提交所需的文件，您的工作申請審核過程將會被耽誤。

The process of reviewing your application will be delayed if you did not submit the required document(s) on time.

7. 如果您被通知參加面試，請攜帶文件的正本。

Kindly bring along the **original copy** of the required document(s) if you are called for an interview.

所需的文件 Required documents:

護照照片 Passport Size Photo

高等教育文憑 Tertiary Education Certificate

文憑課程 Diploma

學士 Bachelor's Degree

碩士 Master Degree

博士 Doctorate

成績單 Academic Transcript

馬來西亞高等教育文憑或大學先修班 STPM or equivalent

畢業證書/文憑 Certificate

成績 Results

馬來西亞教育文憑 SPM

畢業證書/文憑 Certificate

成績 Results

其他相關文憑或文件 (例如：課程，培訓，推薦信)

Other relevant certificates or supporting documents (e.g. courses, training, testimonial, etc.)

如有，請說明 Please specify, if any: _____

辦公室填寫 For office use only

面試/負責人,
Interviewed by,

面試及推薦,
Interviewed and Recommended by:

人事部主任
Head of HR Department

部門主任/副主任
Head of Department

副校長
Vice Principal

名字 Name:

名字 Name:

名字 Name:

日期 Date:

日期 Date:

日期 Date:

建議 Recommendation : 錄取 Accepted 不被錄取 Not accepted

建議報到日期 Proposed Date of Report for Duty: _____

備註 Remarks: _____

人事部填寫 To Be Filled By Human Resource Department

建議薪金 Proposed Salary: RM _____

備註 Remarks: _____

Proposed by,

財務及人事部主任
Head of Finance and Human Resource Department

名字 Name:

日期 Date:

錄取結果 Results: 錄取 Accepted 不被錄取 Not accepted

報到日期 Report for Duty On: _____

薪金 Salary: RM _____

備註 Remarks: _____

審批 Approved by,

執行長/ 代執行長
CEO / Acting CEO

主任會議
HOD Meeting

日期 Date:

日期 Date: